

Division VIII of Title 5 of the California Code of Regulations

Proposed Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Administrative Services Credentials Initial Statement of Reasons

Rationale for Proposed Regulations

Education Code section 44225 authorizes the Commission to adopt these proposed regulation amendments. The proposed amendments implement, interpret, and make specific Education Code sections 44270, 44270.1, 44270.3, 44270.4, 44270.5 pertaining to Administrative Services Credentials.

This rulemaking action proposes the following:

- Amend Title 5 California Code of Regulations (CCR) section 80054 to allow California prepared administrators to use teaching and/or services experience earned outside California toward qualifying for the preliminary Administrative Services Credential (ASC); clarify the application procedures for individuals who pass a Commission-approved examination in lieu of completing a preliminary program; and other amendments to update the program standards incorporated by reference and clarify the application, application fee, and formal recommendation requirements; and
- Addition of Title 5 CCR section 80054.1 to clarify and interpret the provisions of the Education Code pertaining to the requirements for the preliminary and clear ASC for administrators prepared outside California.

Current law specifies the requirements for the preliminary and clear ASC for both California prepared and out-of-state prepared administrators. The Commission previously adopted regulation amendments to Title 5 CCR section 80054 to implement and clarify the requirements for California prepared individuals. The proposed addition of Title 5 CCR section 80054.1 will clarify and interpret the requirements for out-of-state prepared administrators.

California-Prepared Administrators

Title 5 CCR section 80054 currently includes a definition for “employing agency” that lists only agencies located in California. The definition for “employing agency” is referenced for the teaching/services experience required for issuance of a preliminary ASC and for the administrative services experience required for issuance of a clear ASC.

Completion of a Commission-approved clear administrative services program requires employment in an administrative position. Since Commission-approved programs are offered only in California, it is appropriate to restrict the administrative services experience requirement to California employing agencies for the clear ASC. However, referencing the same “employing agency” definition for the teaching/services experience requirement for the preliminary ASC prohibits individuals from using experience earned outside California to qualify for the credential. Under the current regulatory language, an individual with five or more years of teaching experience earned in another state who relocates to California and completes a Commission-approved administrative services program would not qualify for the preliminary credential until he/she taught in California for at least five years. The proposed amendments to

Title 5 CCR section 80054 will allow individuals to use teaching and/or services experience earned in California or another state toward the five-year experience requirement for issuance of a preliminary ASC.

The current regulatory language also requires all applicants to obtain verification of program completion and formal recommendation for the preliminary ASC [or certificate of eligibility (CE)] and clear ASC from a Commission-approved program sponsor. However, individuals who pass an examination (currently the California Preliminary Administrative Examination or CPACE) may apply directly to the Commission for a preliminary ASC or CE, depending on their employment status and individuals who pass a national performance assessment (an assessment to satisfy this requirement has not yet been adopted by the Commission) may apply directly to the Commission for a clear ASC. The proposed amendments to Title 5 CCR section 80054 clarify that only individuals who complete a Commission-approved administrative services program must obtain verification of program completion and formal recommendation for the preliminary/CE or clear ASC credential.

The proposed amendments also include the addition of language related to the required application and application fee, an update of the program standards revision date, and other minor grammatical and punctuation edits.

Out-of-State Prepared Administrators

Assembly Bill (AB) 877 (Scott, Chap. 703, Stats. 2000) streamlined credential requirements for out-of-state prepared teachers and administrators. The measure added EC sections 44270.3 and 44270.4 to establish the requirements for out-of-state prepared administrators who taught and/or served as administrators outside California.

Title 5 CCR section 80054 previously included language that specified the requirements for administrators prepared outside California, but the regulation section was not amended upon the passage of AB 877 to include the routes for out-of-state experienced teachers and administrators. From October 2000 to July 2013, Commission staff relied on the language provided in EC sections 44270.3 and 44270.4 when evaluating applications from out-of-state prepared administrators who also held out-of-state teaching credentials and on Title 5 CCR section 80054 when evaluating applications from out-of-state prepared administrators who did not hold out-of-state teaching credentials and/or did not meet the out-of-state teaching experience requirement.

Regulation amendments to Title 5 CCR section 80054 effective July 1, 2013 removed the outdated language pertaining to out-of-state prepared administrators with the understanding that regulations for these individuals would be proposed at a later date. The proposed addition of Title 5 CCR section 80054.1 is required to clarify the requirements for preliminary and clear ASCs for administrators prepared in another state.

The subsections of the proposed regulations for administrators prepared outside California are organized to reflect the various routes available in statute as follows (the text of the EC sections related to the issuance of preliminary and clear ASCs referenced in this item are provided in Appendix A):

Subsection (a): EC section 44270.3 specifies the minimum requirements for the preliminary ASC for an administrator prepared outside California who also holds a teaching credential and has taught full-time in another state for a minimum of three years. Subsection (a) clarifies the requirements enumerated in EC section 44270.3. Individuals who qualify via EC section 44270.3 are not required to hold a prerequisite California teaching or services credential to qualify for the preliminary or clear ASC.

Subsection (b): Establishes the minimum requirements for the preliminary Administrative Services Credential for administrators prepared outside California who do not also hold a teaching credential and/or have not taught full-time in another state for the number of years specified by the Commission. EC sections 44270.3 and 44270.4, as added by AB 877, pertain only to out-of-state prepared administrators who also hold teaching credentials and satisfy the experience requirement in another state. There are no provisions in either EC section that pertain to out-of-state prepared administrators who may have completed a teacher preparation program in California, may hold a prerequisite services credential, and/or may not meet the out-of-state teaching experience requirement. However, AB 877 did not exclude this population of out-of-state prepared administrators from qualifying for a preliminary or clear ASC in California.

Prior to the passage of AB 877, all candidates for a preliminary ASC were evaluated under the provisions of EC section 44270, whether the administrator program was completed in California or another state. Subsection (b) of the proposed regulations will clarify the requirements for a preliminary ASC for out-of-state prepared administrators who do not meet the out-of-state teaching credential and/or teaching experience requirements specified in subsections (a) or (d).

Subsection (c): Establishes the minimum requirements for the clear ASC for administrators who qualify for the preliminary credential via subsection (a) or (b). Although EC section 44270.3 establishes the minimum requirements for a preliminary ASC for out-of-state prepared administrators who are also credentialed and experienced teachers in another state, the statute does not specify the requirements that must be completed to qualify for the clear credential. EC §44270 for California prepared administrators and out-of-state prepared administrators who do not meet the out-of-state teaching/services credential requirements also does not specify the requirements for the clear credential. The requirements to qualify for a clear Administrative Services Credential for this group of administrators are provided in EC sections 44270.1 and 44270.5(b).

Subsection (d): EC section 44270.4 specifies the minimum requirements for a clear ASC for an out-of-state prepared, experienced administrator who also holds an out-of-state teaching credential and taught full-time in another state for at least three years. Subsection (d) clarifies the requirements enumerated in EC section 44270.4. Individuals who qualify under the provisions of EC §44270.4 are not required to hold a prerequisite California teaching or services credential to qualify for the clear ASC.

Subsection (e): Clarifies the authorization of preliminary and clear ASCs issued pursuant to subsections (a) through (d).

Subsection (f): Provides definitions for the terms used in the proposed regulations.

An Administrative Services Credential Advisory Panel was appointed by the Executive Director to study the preparation of leaders for California schools in 2010. The major purpose of the panel's work was to review the content, structure and requirements for administrator preparation to ensure that these remain appropriate to the needs of administrators serving in California schools. The panel's recommendations that were approved by the Commission in 2011 resulted in amendments to Title 5 CCR section 80054 pertaining to California prepared administrators. Two main changes resulting from the panel's recommendations affected the experience and prerequisite credential requirements for the preliminary ASC credential for California prepared administrators. The proposed regulations align the experience and prerequisite credential requirements for out-of-state prepared administrators to those that must be satisfied by California prepared administrators.

Experience Requirement

Subsection (c) of EC sections 44270.3 and 44270.4 for administrators prepared outside California require "at least three years" of teaching experience earned on the basis of an out-of-state credential. In addition, EC section 44270(a)(2) requires a minimum of three years of service on the basis of a valid prerequisite teaching or services credential. At the December 2011 meeting (<http://www.ctc.ca.gov/commission/agendas/2011-12/2011-12-5A.pdf>), the teaching and/or services experience requirement that California prepared administrators must satisfy to qualify for the preliminary credential was increased from three years to five years, as the Commission believes that previous experience in schools is a significant component in the readiness of a potential educational leader.

Administrators provide leadership in education settings. They function at the site level as principals and vice principals and at the district and county level as coordinators, department heads and superintendents. Administrators perform a wide array of tasks, depending in part on their particular job title, but also on the size and structure of the district. Examples of those tasks include providing technical support, conducting certificated and classified staff evaluations, leading the personnel division, developing and supporting instruction and curriculum, providing and interpreting data analyses, disciplining students, certificated staff and classified staff, organizing and conducting professional development, supporting special education assessment and programs, making certain schools are clean and well-maintained, coordinating alternative and bilingual education programs, managing categorical funds, coordinating school safety programs, and representing the school or district to the public.

Support for increasing the number of years of experience required for California prepared administrators was based on the rationale that three years of experience is insufficient for a beginning administrator in today's schools. Additional experience allows the individual to gain critical knowledge of the education profession and requisite leadership skills. With the increasing complexity of the administrator role in public schools, administrators are intently focused on instructional leadership and improvement of student academic outcomes.

The rationale for increasing the teaching/services experience requirement for California prepared administrators also applies to administrators prepared outside California. Therefore, the proposed

regulation requires verification of five years of teaching/services experience to qualify for the preliminary credential in subsections (a) and (b) and the clear credential in subsection (d) for parity with the teaching/services experience requirement that must be satisfied by California prepared administrators [reference 5 CCR section 80054(a)(4)].

The proposed regulations define “full-time” as related to the teaching, services, and administrative services experience requirements as:

- A minimum of four hours a day, unless the minimum statutory attendance requirement for the students served is less.
- Experience must be on a daily basis and for at least 75% of the school year.
- Experience may be accrued in increments of a minimum of one semester.
- No part-time employment, meaning less than four hours per day, will be accepted.

The proposed definition is consistent with other 5 CCR sections that define “full-time” experience [reference 5 CCR sections 80048.3.1(c)(1), 80048.4(a)(6)(A), and 80413.3(c)(2)]. The proposed regulations include additional language in the definitions of “full-time” for clarity purposes, depending on whether the experience is earned in California or another state.

Prerequisite Credential

An administrator prepared outside California who also holds a teaching credential and satisfies the teaching experience requirement in another state is not required to hold a prerequisite California teaching or services credential to qualify for a preliminary ASC (reference EC sections 44270.3 and 44270.4). However, an administrator prepared outside California who does not also hold a teaching credential and/or does not satisfy the teaching experience requirement will be required by these proposed regulations to hold a prerequisite California teaching or services credential to qualify for the preliminary and clear ASC. [See EC section 44270(a)(1)]

In conjunction with the increased number of years of experience, the Commission approved the recommendation from the Administrative Services Advisory Panel to require possession of a clear or life teaching or services credential as a prerequisite for issuance of the preliminary ASC. The rationale in support of this decision was that an individual holding both preliminary teaching/services and administrative credentials will encounter challenges earning both clear credentials as the requirements are different and require service in each credential area. It is rare that an individual would be employed in simultaneous teaching or services and administrative positions. A no-win situation is created for the holder of a preliminary teaching or services credential and a preliminary ASC who cannot complete the requirements for both clear credentials, especially since the individual must hold a teaching or services credential to qualify for a clear ASC.

Requiring possession of a clear or life teaching or services credential for an administrator who must hold a prerequisite credential allows the individual to focus first on earning the clear teaching or services credential. The individual could then turn their focus to the requirements for the clear ASC while also learning how to be an effective administrator.

The rationale for requiring a clear or life teaching/services credential for California prepared administrators also applies to administrators prepared outside California. Therefore, the proposed

regulations require possession of a clear or life teaching/services credential to qualify for the preliminary credential in subsection (b) and for the clear credential in subsection (c) for parity with the prerequisite teaching/services credential requirement that must be satisfied by California prepared administrators [reference 5 CCR section 80054(a)(1) and (d)(2)].

Objectives and Anticipated Benefits of the Proposed Regulations

The objectives of the proposed addition and amendments are to clarify and make specific the following as related to Administrative Services Credentials:

- allow California prepared administrators to use teaching and/or services experience earned outside California toward qualifying for the preliminary credential;
- clarify the application procedures for individuals who pass a Commission-approved examination in lieu of a preliminary program;
- update the program standards incorporated by reference and clarify the application, application fee, and formal recommendation requirements for California prepared administrators; and
- add Title 5 section 80054.1 to clarify and interpret the requirements for out-of-state prepared administrators.

The Commission anticipates that the proposed addition and amendments will promote fairness and prevent discrimination by ensuring uniformity in certification requirements for California and out-of-state prepared individuals seeking Administrative Services Credentials. The Commission does not anticipate that the proposed regulations will result in an increase in openness and transparency in government, the protection of public health and safety, worker safety, or the environment, the prevention of social inequity, or an increase in openness and transparency in business.

Summary of Proposed Additions and Amendments to Regulations

§80054

(a): Proposes changing ‘(6)’ to ‘(7)’ due to the addition of a new subsection requiring submission of an application and application fee.

(a)(2)(A) through (a)(2)(C): Proposes a change to the *Administrative Services Credentials Program Standards* revision date due to updates to the program standards approved by the Commission.

(a)(4)(A) and (a)(4)(B): Proposes replacing “...with an employing agency as defined in subsection (g)(1)” with language that will allow candidates to use teaching or services experience earned outside California toward the five years required for issuance of the preliminary credential. Inclusion of the term “and/or” is used in the proposed language to allow an individual to provide verification of five years of experience in another state, in California, or a combination of the two. The definition for “employing agency” provided in subsection (g)(1) is restricted to employers located in California. Although the definition for “employing agency” is appropriate for the administrative services position and experience, it was never the Commission’s intent to prohibit candidates from using teaching or services experience earned outside California toward satisfying the five year experience requirement for issuance of the preliminary ASC.

(a)(4)(C): Proposes the addition of a semicolon at the end of this subsection for consistency.

(a)(5): Proposes the addition of language at the beginning of this subsection to clarify that only individuals who complete a Commission-approved administrative services program are required to obtain verification of program completion and formal recommendation for the preliminary ASC as specified in EC section 44227(b).

Also proposes the addition of language at the end of this subsection to clarify that individuals who pass an examination adopted by the Commission to qualify for the preliminary ASC may apply directly to the Commission. Verification of program completion and formal recommendation as specified in EC section 44227(b) are not required via the examination route. Commission staff will verify passage of the examination when the application is processed.

(a)(6): An application form (reference 5 CCR section 80433) and application fee (reference EC §44235) are required for each credential issued by the Commission. This is a proposed new subsection that specifies the aforementioned requirements for issuance of a preliminary ASC and references the relevant Title 5 sections that define each requirement. Fingerprint information is not included in this proposed subsection because California prepared candidates must hold a valid prerequisite credential and the fingerprint information will already be on file.

(a)(7): Proposes renumbering of this subsection from (a)(6) due to the addition of the application and application fee language.

(a)(8): Proposes renumbering of this subsection from (a)(7) and changing ‘(1) through (5)’ to ‘(1) through (6)’ due to the addition of the application and application fee language in (a)(6). Also proposes the addition of ‘...as specified in (7)...’ to identify the subsection of the regulations related to the administrative position employment offer requirement.

(d): Proposes changing ‘(4)’ to ‘(6)’ due to the addition of new subsections requiring possession of a prerequisite credential and submission of an application and application fee.

(d)(2): Proposes the addition of a new subsection to clarify that possession of a teaching or services credential is one of the minimum requirements for a clear ASC credential for California-prepared administrators. Possession of a prerequisite teaching or services credential is required for issuance of a preliminary ASC and possession of a valid preliminary ASC is required for issuance of a clear ASC. Therefore, it follows that possession of a prerequisite teaching or services credential is also required for issuance of a clear ASC.

(d)(3): Proposes renumbering of this subsection from ‘(d)(2)’ due to the addition of the language requiring possession of a teaching or services credential.

(d)(4): Proposes renumbering of this subsection from ‘(d)(3)’ due to the addition of the language requiring possession of a teaching or services credential.

(d)(4)(A): [Previously (d)(3)(A)] Proposes a change to the *Administrative Services Credentials Program Standards* revision date due to updates to the program standards approved by the

Commission. Also proposes the addition of two commas and the word “and” for grammatical purposes.

(d)(4)(C): [Previously (d)(3)(C)] Proposes deletion of the word “and” at the end of this subsection due to the proposed addition of a new subsection requiring submission of an application and application fee.

(d)(5): Proposes renumbering of this subsection from ‘(d)(4)’ due to the addition of the language requiring possession of a teaching or services credential. Also proposes the addition of language at the beginning of this subsection to clarify that only individuals who complete a Commission-approved administrative services program or demonstrate mastery are required to obtain verification of program completion and formal recommendation for the clear ASC as specified in EC section 44227(b).

In addition, proposes the addition of language at the end of this subsection to clarify that individuals who pass an assessment adopted by the Commission to qualify for the clear ASC may apply directly to the Commission. Verification of program completion and formal recommendation as specified in EC section 44227(b) are not required via the assessment route. Commission staff will verify passage of the assessment when the application is processed.

Lastly, proposes the addition of the word “and” due to the proposed addition of a new subsection requiring submission of an application and application fee.

(d)(6): An application form (reference 5 CCR section 80433) and application fee (reference EC §44235) are required for each credential issued by the Commission. This is a proposed new subsection to specify the aforementioned requirements for issuance of a clear ASC and references the relevant Title 5 sections that define each requirement. Fingerprint information is not included in this proposed subsection because California prepared candidates must hold valid a valid prerequisite credential and a valid preliminary administrative services credential; therefore, the fingerprint information will already be on file.

(g)(2): Proposes the addition of a semicolon at the end of this subsection for consistency.

(g)(2)(A): The current Title 5 definition for “full-time teaching experience” only addresses teaching experience. However, experience on the basis of services credentials as specified in subsection (a)(4)(B) is also acceptable toward the issuance of a preliminary ASC. The proposed amendments to this subsection add language to clarify that the definition of “full-time experience” also applies to services experience.

Further, subsection (a)(4)(C) allows an individual to combine teaching and services experience toward satisfying the five year experience requirement, but the current Title 5 definition prohibits the combination of teaching with other school employment. Proposed amendments clarify that teaching experience may be combined with experience in the services field specified in (a)(4)(B).

The proposed amendments to this subsection also add language to specify the type of documentation that must be provided to verify experience earned outside California and to clarify that experience earned outside the United States is not acceptable under this section.

(g)(3): Article IV, section 3, clause 2 of the U.S. Constitution reads, “The Congress shall have power to dispose of and make needful rules and regulations respecting the territory or other property belonging to the United States; and nothing in this Constitution shall be so construed as to prejudice any claims of the United States, or of any particular state.” The term “state” as used in this section is interpreted by the Commission to include territories and other possessions of the United States because those locations fall under the purview of the federal government.

This proposed new subsection clarifies that the term “state” includes U.S. territories, possessions of the United States, the District of Columbia, and Puerto Rico. Similar definitions for the term “state” are provided in Article II of EC sections 12500 and 12510.

§80054.1:

Title: Proposed new regulation section to clarify, interpret, and make specific the requirements for ASCs issued on the basis of administrator programs completed in another state.

(a): Prefaces the subsections that list the minimum requirements for initial issuance of a preliminary ASC for administrators prepared in another state who also hold out-of-state teaching credentials and meet the out-of-state teaching experience requirement established by the Commission (reference EC section 44270.3).

(a)(1): EC section 44270.3(a) requires possession of “...a baccalaureate degree from a regionally-accredited institution of higher education.” Adhering to past practice of the Commission, the language proposed in this subsection specifies possession of a baccalaureate degree or a higher degree (i.e. a master’s or doctorate degree) to qualify for the preliminary ASC. The proposed language will allow individuals who may have earned undergraduate degrees from unaccredited or foreign institutions to satisfy the requirement if they also earned a higher degree from a regionally-accredited institution. The proposed language also uses the more familiar phrase of “college or university” in lieu of “institution of higher education” for clarity purposes.

(a)(2): Subsection (c) of EC section 44270.3 requires completion of a general or special education teacher preparation program at a regionally-accredited institution of higher education. However, EC section 44274.2(a)(2) pertaining to the issuance of California preliminary teaching credentials to out-of-state prepared teachers authorizes the Commission to accept programs offered by local educational agencies that are approved by another state. Such programs are similar to California’s university and district intern programs. The language proposed in this subsection is similar to the language that clarifies the general education teacher preparation program requirement in 5 CCR section 80413.3(a)(1)(E) and the special education teacher preparation program requirement in 5 CCR section 80048.3.1(a)(1)(D) for individuals prepared in another state. In addition, the more familiar phrase of “college or university” is used in lieu of “institution of higher education” for clarity purposes.

(a)(3): EC section 44270.3(c) requires possession of a teaching credential in another state issued on the basis of the program referenced in subsection (a)(2). The language proposed in this subsection clarifies that the credential must be a “professional-level teaching credential” and provides cross-references to the existing Title 5 sections that define that term for general and special education teaching credentials issued by another state.

(a)(4): The proposed language in this subsection requires verification of five years of full-time teaching experience to qualify for the preliminary ASC for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(a)(4)(A)] and to comply with the minimum teaching experience requirement established in EC section 44270.3(c).

(a)(5): An out-of-state prepared administrator must verify completion of an administrator program at a regionally-accredited institution of higher education. In addition, an individual must have either been issued or verify eligibility for an administrator credential in another state [reference EC section 44270.3(d)] to qualify for a preliminary ASC under the provisions of this subsection. The proposed language clarifies the program (using the more familiar phrase of “college or university” in lieu of “institution of higher education”) and out-of-state credential/eligibility requirements. Alternative administrator programs or examinations from outside California will not be considered because EC section 44270.3(d) specifically requires completion of an administrator program at a regionally-accredited institution of higher education.

(a)(6): An application form (reference 5 CCR section 80433), application fee (reference EC §44235), and fingerprint information (reference EC section 44340) are required for each credential issued by the Commission. The language proposed in this subsection specifies the aforementioned requirements for issuance of a preliminary ASC and references the relevant Title 5 sections that define each requirement.

(a)(7): Clarifies the basic skills requirement specified in EC section 44270.3(b) for the preliminary ASC. EC section 44270.3(b) specifically references EC section 44252.5, but that section provides only general information pertaining to the basic skills requirement. EC section 44252.5(a) states the basic skills proficiency test shall be administered pursuant to EC sections 44227, 44252, and 44830. Subsection (b) of EC section 44252 provides specific language pertaining to the basic skills requirement, which is why that EC subsection is referenced in the proposed language of this subsection.

(a)(8): Subsection (b)(4) of EC section 44252 authorizes the Commission to issue a nonrenewable credential, valid for not more than one year, to an individual prepared outside California who meets all requirements for certification except demonstration of basic skills proficiency. The one-year nonrenewable credential is available to individuals who pass a basic skills proficiency examination developed and administered by, and who have an offer of employment with, a California school district or county office of education.

The language proposed in this subsection identifies the requirements that must be satisfied for issuance of the one-year nonrenewable credential, clarifies that an application for the one-year nonrenewable credential must be submitted to the Commission by a California public school employer, and cites the relevant EC section. The more broad term of “public school employer” is used in the proposed language in lieu of “school district” as stated in EC section 44252(b)(4) to allow for submission of applications for one-year nonrenewable credentials by other types of public school employers, such as charter schools, schools that operate under the direction of a California state agency, and state-approved non-public schools and agencies.

(a)(9): The “term” or validity period for credentials issued by the Commission is provided in 5 CCR section 80493. Subsection (a) of 5 CCR section 80493 establishes the validity period for credentials that do not require possession of a prerequisite credential and subsection (b) establishes the validity period for credentials that do require possession of a prerequisite credential. Possession of a prerequisite credential is not a requirement for a preliminary ASC issued pursuant to subsection (a) of these proposed regulations. Therefore, the proposed language states the preliminary credential shall be valid for five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(b): EC sections 44270.3 and 44270.4 as added by AB 877 pertain only to out-of-state prepared administrators who also hold teaching credentials and satisfy the experience requirement in another state. There are no provisions in either EC section that pertain to out-of-state prepared administrators who may have completed a teacher preparation program in California, may hold a prerequisite services credential, and/or may not meet the out-of-state teaching experience requirement. However, AB 877 does not exclude this population of out-of-state prepared administrators from qualifying for a preliminary or clear ASC in California.

Prior to the passage of AB 877, all candidates for a preliminary ASC were evaluated under the provisions of EC section 44270, whether the administrator program was completed in California or another state. This practice continued after the passage of AB 877 for out-of-state prepared administrators who do not meet the out-of-state teaching credential and/or teaching experience requirement. The proposed language prefaces the subsections that list the minimum requirements for initial issuance of a preliminary ASC for administrators prepared in another state who do not also hold a teaching credential and/or have not taught full-time for a minimum of five years in another state.

(b)(1): EC section 44270(a)(1) requires possession of a valid teaching or services credential as a prerequisite for issuance of a preliminary ASC. This proposed subsection prefaces the subsections that specify the types of appropriate prerequisite credentials for issuance of a preliminary ASC under the provisions of section (b).

(b)(1)(A): Clarifies the type and conditions under which a teaching credential may serve as an appropriate prerequisite credential. Subsection (a)(1)(A) of EC section 44270 requires possession of “baccalaureate degree.” Adhering to past practice of the Commission, the language proposed in this subsection specifies possession of a baccalaureate degree or a higher degree (i.e. a master’s or doctorate degree). The proposed language will allow individuals who may have earned undergraduate degrees from unaccredited or foreign institutions to satisfy the requirement if they also earned a higher degree. Language specifying that the degree must be from a regionally-accredited college or university is also proposed for consistency with other sections of Title 5 that require a baccalaureate degree for issuance of a teaching credential.

(b)(1)(B): Clarifies the type and conditions under which a designated subjects teaching credential may serve as an appropriate prerequisite credential. Subsection (a)(1)(B) of EC section 44270 requires possession of “baccalaureate degree.” Adhering to past practice of the Commission, the language proposed in this subsection specifies possession of a baccalaureate degree or a higher degree (i.e. a master’s or doctorate degree). The proposed language will allow individuals who may have earned undergraduate degrees from unaccredited or foreign institutions to satisfy the

requirement if they also earned a higher degree. Language specifying that the degree must be from a regionally-accredited college or university is also proposed for consistency with other sections of Title 5 that require a baccalaureate degree for issuance of a teaching credential.

(b)(1)(C): Clarifies the type and conditions under which a services credential may serve as an appropriate prerequisite credential. Subsection (a)(1)(C) of EC section 44270 does not include language requiring a degree or program for the listed services credentials. The degree requirement is included in the proposed language of this subsection for consistency with subsections (b)(1)(A) and (b)(1)(B) and the language requiring completion of a program is included for consistency with 80054(a)(1)(C).

(b)(2): EC section 44270(a)(2) requires a minimum of three years of teaching or services experience on a prerequisite credential for issuance of a preliminary ASC. This proposed subsection prefaces subsections that clarify the prerequisite credential experience requirement for the preliminary ASC.

(b)(2)(A): The proposed language in this subsection requires verification of five years of full-time teaching experience to qualify for the preliminary ASC for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(A)(4)(A)] and to comply with the minimum experience requirement established in EC section 44270(a)(2).

Since the program to qualify for the prerequisite credential specified in subsection (b)(1) and/or the experience may have been earned in California or another state, the term “and/or” is used in the proposed language to allow an individual to provide verification of five years of experience in another state, in California, or a combination of the two.

(b)(2)(B): The proposed language in this subsection requires verification of five years of full-time services experience in one of the specified fields to qualify for the preliminary ASC for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(A)(4)(B)] and to comply with the minimum experience requirement established in EC section 44270(a)(2).

Since the program to qualify for the prerequisite credential specified in subsection (b)(1) and/or the experience may have been earned in California or another state, the term “and/or” is used in the proposed language to allow an individual to provide verification of five years of experience in another state, in California, or a combination of the two.

(b)(2)(C): Proposed language allows for the combination of the teaching experience in subsection (b)(2)(A) with the services experience in subsection (b)(2)(B) for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(A)(4)(C)] and to comply with the minimum experience requirement established in EC section 44270(a)(2). Due to changes in the economy, layoffs and furloughs, individuals may hold more than one credential including both teaching and services credentials. Since either type of experience may be used to meet the requirement, allowing the combination of experience is appropriate.

(b)(3): EC section 44270(a)(3) requires completion of an entry-level administrator program approved by the Commission. Commission staff will review the transcripts submitted by administrators prepared in another state to verify completion of an approved program. For consistency with subsections (a) and (d), the proposed language requires completion of an administrator program at a regionally-accredited college or university and possession of or eligibility for an administrative credential in another state. Also for consistency with subsections (a) and (d), alternative administrator programs or examinations from outside California will not be considered.

(b)(4): An application form (reference 5 CCR section 80433) and application fee (reference EC section 44235) are required for each credential issued by the Commission. The language proposed in this subsection specifies the aforementioned requirements for issuance of a preliminary ASC and references the relevant Title 5 sections that define each requirement. Fingerprint information is not included in this proposed subsection because individuals who qualify via subsection (b) must hold valid a valid prerequisite credential; therefore, the fingerprint information will already be on file.

(b)(5): One of the minimum requirements for a preliminary ASC specified in subsection (a)(4) of EC section 44270 is current employment in an administrative position in a public school or private school of equivalent status. Subsection (b) of EC section 44270 further specifies that the issue date of the preliminary credential shall be the same as the date of initial employment in an administrative position. The proposed language clarifies that an individual must have an offer of employment in an administrative services position to qualify for the preliminary credential and provides a cross-reference to the subsection that defines the acceptable “employing agencies” in California.

(b)(6): Clarifies the basic skills requirement for the preliminary ASC for administrators prepared in another state who do not also hold out-of-state teaching credentials or who do not meet the out-of-state teaching experience requirement. Satisfaction of the basic skills requirement is not specifically listed in EC section 44270; however, EC section 44252(b) prohibits the Commission from initially issuing a credential without satisfaction of the basic skills requirement.

(b)(7): Subsection (b)(4) of EC section 44252 authorizes the Commission to issue a nonrenewable credential, valid for not more than one year, to an individual prepared outside California who meets all requirements for certification except demonstration of basic skills proficiency. The one-year nonrenewable credential is available to individuals who pass a basic skills proficiency examination developed and administered by, and who have an offer of employment with, a California school district or county office of education.

The language proposed in this subsection identifies the requirements that must be satisfied for issuance of the one-year nonrenewable credential, clarifies that an application for the one-year nonrenewable credential must be submitted to the Commission by a California public school employer, and cites the relevant EC section. The more broad term of “public school employer” is used in the proposed language in lieu of “school district” as stated in EC section 44252(b)(4) to allow for submission of applications for one-year nonrenewable credentials by other types of

public school employers, such as charter schools, schools that operate under the direction of a California state agency, and state-approved non-public schools and agencies.

(b)(8): One of the minimum requirements for a preliminary ASC specified in subsection (a)(4) of EC section 44270 is current employment in an administrative position in a public school or private school of equivalent status. Subsection (b) of EC section 44270 further specifies that the issue date of the preliminary credential shall be the same as the date of initial employment in an administrative position. The language proposed in this subsection states that an individual who satisfies all requirements for the preliminary credential specified in subsection (b)(1) through (b)(6) except the offer of employment in subsection (b)(5) shall be issued a Certificate of Eligibility. A Certificate of Eligibility verifies to prospective California employing agencies that the holder has completed all requirements for the preliminary credential and only needs an offer of employment for issuance of the preliminary credential.

(b)(9): The “term” or validity period for credentials issued by the Commission is provided in 5 CCR section 80493. Subsection (a) of 5 CCR section 80493 establishes the validity period for credentials that do not require possession of a prerequisite credential and subsection (b) establishes the validity period for credentials that do require possession of a prerequisite credential. The proposed language prefaces the subsections that establish the validity period for a preliminary ASC issued pursuant to subsection (b).

(b)(9)(A): Possession of a prerequisite credential is a requirement for a preliminary ASC issued pursuant to subsection (b) of these proposed regulations. The language proposed in this subsection clarifies the validity period for the preliminary credential if the prerequisite credential is valid for five years or less and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(b)(9)(B): Possession of a prerequisite credential is a requirement for a preliminary ASC issued pursuant to subsection (b) of these proposed regulations. The language proposed in this subsection clarifies the validity period for the preliminary credential if the prerequisite credential is valid for more than five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(c): Although EC section 44270.3 establishes the minimum requirements for a preliminary ASC for out-of-state prepared administrators who are also credentialed and experienced teachers in another state, the statute does not specify the requirements that must be completed to qualify for the clear credential. EC section 44270 for California prepared administrators and out-of-state prepared administrators who do not meet the out-of-state teaching credential and/or teaching experience requirement also does not specify the requirements for the clear credential. The requirements to qualify for a clear ASC for this group of administrators are provided in EC sections 44270.1 and 44270.5(b). The language proposed in this subsection prefaces the subsections that clarify the options to earn the clear credential for administrators who qualify for the preliminary credential via subsection (a) or (b).

(c)(I): Specifies that possession of a preliminary ASC is one of the minimum requirements for the clear credential as provided in EC sections 44270.1(a)(1) and 44270.5(b).

(c)(2): Proposes the addition of a new subsection to clarify that possession of a teaching or services credential is one of the minimum requirements for a clear ASC credential for out-of-state administrators who qualify via subsection (b). Possession of a prerequisite teaching or services credential is required for issuance of a preliminary ASC under the requirements specified in subsection (b) and possession of a valid preliminary ASC is required for issuance of a clear ASC. Therefore, it follows that possession of a prerequisite teaching or services credential is also required for issuance of a clear ASC.

(c)(3): Specifies that two years of successful, full-time administrative experience is one of the minimum requirements for the clear ASC as specified in EC section 44270.1(a)(2). Also provides a cross-reference to the subsection defining the acceptable “employing agencies” for experience earned in California.

EC section 44270.5 that was added by Senate Bill (SB) 1655 (Chap. 697, Stats. 2001) to establish alternative routes to the preliminary and clear ASC for individuals who demonstrate competence consistent with state administrator preparation standards. Although EC section 44270.5(b) pertaining to the clear credential does not include similar language requiring administrative experience, the SB 1655 only provides alternative routes to completion of a Commission-approved program and does not excuse individuals from satisfying the administrative experience requirement.

(c)(4): The program and examination options to earn a clear ASC for individuals who qualify for the preliminary credential under the provisions of subsection (a) and (b) of these proposed regulations are the same options available to California prepared administrators [reference EC sections 44270.1(a)(3) and 44270.5(b)]. Rather than duplicate the options in this subsection, the proposed regulations provide cross-references to existing language in subsections (d)(3)(A), (d)(3)(B), and (d)(3)(C) of 5 CCR section 80054.

(c)(5): An application form (reference 5 CCR section 80433) and application fee (reference EC section 44235) are required for each credential issued by the Commission. The language proposed in this subsection specifies the aforementioned requirements for issuance of a clear ASC for individuals who hold a preliminary credential and references the relevant Title 5 sections that define each requirement. Fingerprint clearance is not included in this subsection because clearance would have been established for issuance of the preliminary ASC referenced in subsection (c)(1).

(c)(6): Pursuant to EC section 44227(b), individuals who complete Commission-approved programs in California must be recommended for certification by the program sponsor. Individuals who pass an assessment in lieu of program completion may apply directly to the Commission for certification. The proposed language in this subsection clarifies that individuals who complete approved programs as specified in 5 CCR section 80054(d)(3)(A) or (d)(3)(B) must be recommended for the clear credential by a Commission-approved program sponsor. The proposed language further clarifies that individuals who pass the assessment specified in 5 CCR section 80054(d)(3)(C) may submit applications for the clear credential directly to the Commission. Commission staff will verify passage of the assessment when the application is processed.

(c)(7): The “term” or validity period for credentials issued by the Commission is provided in 5 CCR section 80493. Subsection (a) of 5 CCR section 80493 establishes the validity period for credentials that do not require possession of a prerequisite credential and subsection (b) establishes the validity period for credentials that do require possession of a prerequisite credential. The proposed language prefaces the subsections that establish the validity period for clear ASCs issued pursuant to the requirements specified in subsections (c)(1) through (c)(5).

(c)(7)(A): This subsection specifies the validity period for clear ASCs for individuals who were issued preliminary credentials under the provisions of subsection (a). Since possession of a prerequisite credential is not a requirement for a preliminary ASC issued pursuant to subsection (a), the proposed language states the preliminary credential shall be valid for five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(c)(7)(B): This subsection prefaces the subsections that specify the validity period for clear ASCs for individuals who were issued preliminary credentials under the provisions of subsection (b).

(c)(7)(B)1: Possession of a prerequisite credential is a requirement for a preliminary ASC issued pursuant to subsection (b) of these proposed regulations. The language proposed in this subsection clarifies the validity period for the clear credential if the prerequisite credential is valid for five years or less and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(c)(7)(B)2: Possession of a prerequisite credential is a requirement for a preliminary ASC issued pursuant to subsection (b) of these proposed regulations. The language proposed in this subsection clarifies the validity period for the clear credential if the prerequisite credential is valid for more than five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(d): Prefaces the subsections that list the minimum requirements for issuance of a clear ASC for administrators prepared in another state who also verify three years of out-of-state administrative experience, hold out-of-state teaching credentials, and meet the out-of-state teaching experience requirement established by the Commission (reference EC section 44270.4).

(d)(1): EC section 44270.4(a) requires possession of “...a baccalaureate degree from a regionally-accredited institution of higher education.” Adhering to past practice of the Commission, the language proposed in this subsection specifies possession of a baccalaureate degree or a higher degree (i.e. a master’s or doctorate degree) to qualify for the preliminary ASC. The proposed language will allow individuals who may have earned undergraduate degrees from unaccredited or foreign institutions to satisfy the requirement if they also earned a higher degree from a regionally-accredited institution. The proposed language also uses the more familiar phrase of “college or university” in lieu of “institution of higher education” for clarity purposes.

(d)(2): Subsection (c) of EC section 44270.4 requires completion of a general or special education teacher preparation program at a regionally-accredited institution of higher education. However, EC section 44274.2(a)(2) pertaining to the issuance of California teaching credentials

to out-of-state prepared teachers authorizes the Commission to accept programs offered by local educational agencies that are approved by another state. Such programs are similar to California's university and district intern programs. The language proposed in this subsection is similar to the language that clarifies the general education teacher preparation program requirement in 5 CCR section 80413.3(a)(1)(E) and the special education teacher preparation program requirement in 5 CCR section 80048.3.1(a)(1)(D) for individuals prepared in another state. In addition, the more familiar phrase of "college or university" is used in lieu of "institution of higher education" for clarity purposes.

(d)(3): EC section 44270.4(c) requires possession of a teaching credential in another state issued on the basis of the program referenced in subsection (d)(2). The language proposed in this subsection clarifies that the credential must be a "professional-level teaching credential" and provides cross-references to the existing Title 5 sections that define that term for general and special education teaching credentials issued by another state.

(d)(4): The proposed language in this subsection requires verification of five years of full-time teaching experience to qualify for the clear ASC for parity with the experience requirement that must be met by California prepared administrators [reference 5 CCR section 80054(a)(4)(A)] and to comply with the minimum teaching experience requirement established in EC section 44270.4(c).

(d)(5): An out-of-state prepared administrator must verify completion of an administrator program at a regionally-accredited institution of higher education. In addition, an individual must have either been issued or verify eligibility for an administrator credential in another state [reference EC section 44270.4(d)] to qualify for a preliminary ASC under the provisions of this subsection. The proposed language clarifies the program (using the more familiar phrase of "college or university" in lieu of "institution of higher education") and out-of-state credential/eligibility requirements. Alternative administrator programs or examinations from outside California will not be considered because EC section 44270.3(d) specifically requires completion of an administrator program at a regionally-accredited institution of higher education.

(d)(6): Clarifies that verification of three years of successful, full-time administrative experience earned in another state is one of the requirements for the clear credential under the provisions of this subsection. EC section 44270.4(f) requires successful service as a "public school administrator" for at least three years. In addition to public school administrative experience, the proposed language allows for acceptance of administrative experience earned in a "regionally-accredited private school" for consistency with past Commission practice [reference 5 CCR sections 80413.3(c)(2) and 80048.3.1(c)(1)].

Subsection (f) of EC section 44270.4 includes language allowing for completion of an individual program of professional development in lieu of the three years of out-of-state administrative experience. However, the guidelines for this option have not yet been developed by the Commission. This subsection will be amended to add the individual program of professional development option upon development of the Commission guidelines.

(d)(7): The proposed language clarifies that an individual must submit two performance evaluations, one from each of the last two years of the verified out-of-state administrative experience, as specified in EC section 44270.4(e).

(d)(8): An application form (reference 5 CCR section 80433), application fee (reference EC section 44235), and fingerprint information (reference EC section 44340) are required for each credential issued by the Commission. The language proposed in this subsection specifies the aforementioned requirements for issuance of a clear ASC and references the relevant Title 5 sections that define each requirement.

(d)(9): Clarifies the basic skills requirement specified in EC section 44270.4(b) for the clear ASC. EC §44270.4(b) specifically references EC section 44252.5, but that section provides only general information pertaining to the basic skills requirement. EC section 44252.5(a) states the basic skills proficiency test shall be administered pursuant to EC sections 44227, 44252, and 44830. Subsection (b) of EC section 44252 provides specific language pertaining to the basic skills requirement, which is why that EC subsection is referenced in the language of this subsection.

(d)(10): Subsection (b)(4) of EC section 44252 authorizes the Commission to issue a nonrenewable credential, valid for not more than one year, to an individual prepared outside California who meets all requirements for certification except demonstration of basic skills proficiency. The one-year nonrenewable credential is available to individuals who pass a basic skills proficiency examination developed and administered by, and who have an offer of employment with, a California school district or county office of education.

The language proposed in this subsection identifies the requirements that must be satisfied for issuance of the one-year nonrenewable credential, clarifies that an application for the one-year nonrenewable credential must be submitted to the Commission by a California public school employer, and cites the relevant EC section. The more broad term of “public school employer” is used in the proposed language in lieu of “school district” as stated in EC section 44252(b)(4) to allow submission of one-year nonrenewable credentials at the request of other types of public school employers such as charter schools, schools that operate under the direction of a California state agency, and state-approved non-public schools and agencies.

(d)(11): The “term” or validity period for credentials issued by the Commission is provided in 5 CCR section 80493. Subsection (a) of 5 CCR section 80493 establishes the validity period for credentials that do not require possession of a prerequisite credential and subsection (b) establishes the validity period for credentials that do require possession of a prerequisite credential. Possession of a prerequisite credential is not a requirement for a clear ASC issued pursuant to subsection (d) of these proposed regulations. Therefore, the proposed language states the clear credential shall be valid for five years and cites the relevant Title 5 sections associated with credential issuance dates and terms.

(e): All ASCs, regardless of the route by which the documents are issued, authorize the same service in California’s public schools. The proposed language in this subsection provides a cross-reference to the existing Title 5 section that defines the authorization for ASCs in California.

(f): Prefaces the subsections that provide definitions for terms used in in the proposed regulations.

(f)(I): The proposed language provides the definition for “full-time teaching or services experience” that is consistent with other Title 5 sections [reference 5 CCR sections 80048.3.1(c)(1), 80048.4(a)(6)(A), and 80054(g)(2)]. Slight variations to the language in the referenced Title 5 sections exists in the proposed language to clarify when teaching and services experience may be combined and that experience earned outside the United States is not acceptable for certification purposes in California.

(f)(2): The proposed language provides the definition for “full-time administrative experience” as used in (d) that is similar to the definition provide in 5 CCR sections 80054(g)(2)(B). Slight variations to the definition provided in the referenced Title 5 section are included in the proposed language to specify the type of documentation that must be provided to verify experience earned outside California. The proposed language also clarifies that experience earned outside the United States is not acceptable for certification purposes in California.

(f)(3): Article IV, section 3, clause 2 of the U.S. Constitution reads, “The Congress shall have power to dispose of and make needful rules and regulations respecting the territory or other property belonging to the United States; and nothing in this Constitution shall be so construed as to prejudice any claims of the United States, or of any particular state.” The term “state” as used in this section is interpreted by the Commission to include territories and other possessions of the United States because those locations fall under the purview of the federal government.

This proposed new subsection clarifies that the term “state” includes U.S. territories, possessions of the United States, the District of Columbia, and Puerto Rico. Similar definitions for the term “state” are provided in Article II of EC sections 12500 and 12510.

(f)(4): Prefaces the subsections that define the performance evaluations required in subsection (d)(7) and EC section 44270.4(e).

(f)(4)(A): Clarifies that the performance evaluations must cover specific areas and allows for submission of a supplemental letter if one or more areas are not covered on the evaluation template used by an individual’s out-of-state employer.

(f)(4)(A)1 through (f)(4)(A)4: Specifies the areas, as established by the Commission, that must be covered on the out-of-state performance evaluations. Verification of success in the specified performance evaluation areas is necessary to ensure the individual was an effective school administrator during the last two years of his/her verified out-of-state administrative experience.

(f)(4)(B): Clarifies that the ratings on the performance evaluations must be “satisfactory or better” as specified in EC section 44270.4(e).

Note: Cites the relevant Education Code authority and reference sections.

Program Standards

An advisory panel was appointed by the Commission’s Executive Director in July 2010 to review the structure and requirements for Administrative Services Credentials. The panel met five times over the course of the next 15 months. Ten of twelve recommendations made by the panel were adopted by the Commission at the November 2011 meeting, with the remaining two recommendations amended and adopted at the December 2011 meeting. A number of the advisory panel recommendations focused on the initial and second tier preparation an individual completes to earn an administrative services credential; therefore, the appropriate next step was to review and update the program standards that govern administrator preparation in California.

Following the presentation and adoption of the recommendations from the Administrative Services Credential Advisory Panel in 2011, the Executive Director appointed an eight-member writing panel team to revise the Administrative Services Credential Program Standards. In August 2012, the Commission granted approval for a small writing panel to be convened for the purpose of reviewing, updating, and writing Administrative Services Credential Program Standards for both preliminary and clear credential programs. To address the concern for inclusive input from stakeholders, following the initial work of the panel, three sets of stakeholder meetings were held around the state and stakeholder surveys have been made available to ensure that all stakeholders and representative organizations had opportunities to provide input throughout the process.

Revision made in June 2014: The words “prior to being recommended for the preliminary credential” were added following “Verification of one of the following” in Section II, Precondition 3 to clarify that the teaching and/or services requirement must be satisfied before an individual may be issued a Preliminary Administrative Services Credential. An individual with less than five years of teaching and/or services experience may be admitted to a preliminary program, but the five year experience requirement must be satisfied before the preliminary credential may be issued. It is possible to be employed in a teaching or services position while enrolled in an administrative services program, meaning an individual with less than five years of teaching and/or services experience could satisfy the experience requirement by the time he/she completes the program.

Title Page: “Standards of Quality and Effectiveness for” removed from the beginning of the document title and “Program Standards” added to the end of the title for consistency with other program standards document titles. Also deleted redundant “Commission on Teacher Credentialing,” old revision date, and California seal. Language indicating the dates the preliminary and clear program standards were revised as well as the most current revision date added.

Page ii: Deleted old program adoption and revision dates. “California” is not part of the Commission’s name; therefore, the word “California” deleted from the paragraph and address on this page. Also corrected the zip code for the Commission’s mailing address, deleted telephone numbers that are no longer in service, replaced the outdated term “on the World Wide Web” with “at:” and added a footnote with the document title and revision date.

Second Title Page: Entire page deleted as it is not necessary.

Page iii: New page added that lists the Commission on Teacher Credentialing members.

Page iv: New page added that lists the members of the Administrative Services Credential Program Standards Writing Group.

Pages v to viii: Table of Contents amended as needed to reflect amended program standards. Also, added a footnote with the document title and revision date. Due to the addition of new text in underline and the removal of old text in strikethrough, the page numbers in the Table of Contents do not match the body of the program standards document. A clean copy of the current program standards document is available at <http://www.ctc.ca.gov/educator-prep/standards/SVC-Admin-Handbook-2014.pdf>.

“Overview of the Handbook...” All the information on the two pages of this section has been deleted due to restructuring of the program standards document by the writing panel.

Part 1 (now Section I):

- “Part 1” has been renamed “Section I” and the title has been amended to match the name of the document for clarity.
- Foreword and Introduction sections were rewritten and updated by the writing panel.
- Figures 1 and 2 added to illustrate the two halves of California’s educator continuum: Learning to Teach and Learning to Lead.
- The outdated “Brief History,” “Structure of the Administrative Services Credential,” and “Internship Programs for the Preparation of School Administrators” deleted. Additional information related to the educator continuum added.
- A new section explaining the purpose of the California Professional Standards for Educational Leaders (CPSEL) and introducing the California Administrator Performance Expectations (CAPE) added. Information related to the adoption of the CAPEs is available at:
 - Initial draft CAPE language: <http://www.ctc.ca.gov/commission/agendas/2013-01/2013-01-4D.pdf>
 - Revised draft CAPE language: <http://www.ctc.ca.gov/commission/agendas/2013-04/2013-04-3A.pdf> and the minutes verifying adoption of the CAPEs with a slight modification: <http://www.ctc.ca.gov/commission/agendas/2013-06/2013-06-2A.pdf>.
 - Additional minor amendments adopted by the Commission at the December 2013 meeting (see <http://www.ctc.ca.gov/commission/agendas/2013-12/2013-12-2A.pdf> and the meeting minutes verifying adoption of the revised CAPEs: <http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-1A.pdf>).
- Figure 3 added to illustrate the relationship between the Preliminary program standards and the CAPEs as well as the Clear program standards and the CPSELs.

Part 2 (now Section II):

- “Part 2” has been renamed “Section II” and the title has been amended to indicate that the section pertains to the preconditions for administrative services programs. The section previously provided information that explained the program approval process and defined key terms associated with that process. However, the approval process and all key terms are

explained and defined in the Commission’s *Accreditation Handbook*. It is redundant to repeat the information in the program standards document.

- Preconditions are necessary to operate a program leading to an educator license in California. Preconditions are based on state laws and regulations and do not involve issues of program quality. Two new sections have been added to provide the Preconditions for the Preliminary and Clear administrative services programs as amended to align with current statute and regulations.

Part 3 (now Section III):

- “Part 3” has been renamed “Section III” and all information related to the Common Standards, including the Common Standards Glossary has been deleted. Common Standards address issues of program quality and effectiveness related to all educator preparation programs in California. Entities wishing to offer Commission-approved educator programs in California must first obtain Initial Institutional Approval by submitting a program proposal that addresses the General Preconditions and Common Standards. As Initial Institutional Approval must occur before an entity may submit an administrative services program proposal, it is not appropriate to include the information related to the Common Standards in the Administrative Services Program Standards document.
- The title of the Section has also been changed from “Common Standards” to “The Preliminary Administrative Services Credential Program. In addition, the preliminary program standards that were previously provided in Part 4 have been amended as suggested by the writing panel and adopted by the Commission. Additional information related to the amendments to the programs standards is available as follows:
 - Initial proposed draft preliminary program standards presented to the Commission in April 2013: <http://www.ctc.ca.gov/commission/agendas/2013-04/2013-04-3B.pdf>
 - Revised draft preliminary program standards following field review presented to the Commission in August 2013: <http://www.ctc.ca.gov/commission/agendas/2013-08/2013-08-3C.pdf> along with the agenda insert at <http://www.ctc.ca.gov/commission/agendas/2013-08/2013-08-3C-insert.pdf>
 - Revised draft preliminary program standards following feedback from the August 2013 meeting presented to the Commission in September 2013: <http://www.ctc.ca.gov/commission/agendas/2013-09/2013-09-4F.pdf>
 - Revised draft preliminary program standards with minor wording changes adopted by the Commission at the December 2013 meeting: <http://www.ctc.ca.gov/commission/agendas/2013-12/2013-12-2A.pdf> along with the meeting minutes verifying adoption of the revised program standards with the addition of one sentence: <http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-1A.pdf>
- A Glossary of Terms has been added explaining the terms related to the preliminary administrative services program standards.

Part 4 (now Section IV):

- “Part 4” has been renamed “Section IV” and the title has been changed to “Clear Induction Program Standards.”
- The information previously provided in this section related to the General Preconditions has been deleted. Entities wishing to offer Commission-approved educator programs in California must first obtain Initial Institutional Approval by submitting a program proposal

that addresses the general preconditions and common standards. As Initial Institutional Approval must occur before an entity may submit an administrative services program proposal, it is not appropriate to include the information related to the General Preconditions in the Administrative Services Program Standards document.

- The Specific Preconditions related to Administrative Services Programs that have been amended to align with current statute and regulations are now provided in Section II.
- The preliminary program standards previously included in this section are now provided in Section III (as amended by the writing panel and adopted by the Commission in December 2013).
- The “Overview of Program Types and Approval Procedures for Clear Administrative Services Credential Programs” has been deleted. Under the new clear program standards adopted by the Commission in April 2014, all holders of Preliminary Administrative Services Credentials will be required to complete an induction program to qualify for the clear credential. The only exception to the induction program is the “Demonstration of Mastery of Fieldwork Performance Standards” or passage of a national administrator performance assessment adopted by the Commission as provided in EC section 44270.5(b). The Demonstration of Mastery option is implemented by Commission-approved administrative services induction programs. The Commission has not yet adopted a national administrator performance assessment.
- An introduction to and explanation of the clear induction program standards has been added along with Figures 4, 5, and 6 that provide additional information to the new program structure administrators must complete to qualify for a Clear Administrative Services Credential.
- Information explaining that the newly adopted CAPEs are related to the preliminary program standards and the CPSELs are related to the clear induction program standards.

Part 5 (now Section V):

- “Part 4” has been renamed “Section V” and the title has been amended to indicate that the section provides the standards for administrative services clear induction programs.
- The Preconditions for Standards based Clear Administrative Services Credential Programs have been deleted as they do not apply to the clear induction program standards adopted by the Commission.
- The clear credential program standards have been amended as suggested by the writing panel and adopted by the Commission. Additional information related to the amendments to the clear credential programs standards is available as follows:
 - Initial proposed draft clear program standards presented to the Commission in April 2013: <http://www.ctc.ca.gov/commission/agendas/2013-04/2013-04-3B.pdf>
 - Update on the development of the clear program standards presented to the Commission in December 2013: <http://www.ctc.ca.gov/commission/agendas/2013-12/2013-12-2C.pdf>
 - Revised draft clear program standards adopted by the Commission at the February 2014 meeting: <http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6C.pdf>; the agenda insert: <http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6C-insert.pdf>; and the meeting minutes verifying adoption of the revised clear program standards with minor amendments suggested by the Commission: <http://www.ctc.ca.gov/commission/agendas/2014-04/2014-04-2A.pdf>

- The updated CPSELs have been added to this section in “Category III.” Additional information related to the updated CPSELs is available as follows:
 - Update on the revision of the CPSELs presented to the Commission in December 2013: <http://www.ctc.ca.gov/commission/agendas/2013-12/2013-12-2C.pdf>
 - Revised CPSELs adopted by the Commission at the February 2014 meeting: <http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6B.pdf>; the agenda insert: <http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6B-insert.pdf>; and the meeting minutes verifying adoption of the updated CPSELs with minor amendments suggested by the Commission: <http://www.ctc.ca.gov/commission/agendas/2014-04/2014-04-2A.pdf>
- A Glossary of Terms has been added explaining the terms related to the administrative services clear induction program standards.

Section VI: Transition Plans and Initial Program Review

Explains the transition plan from programs approved under the previous program standards to the new preliminary program standards adopted by the Commission in December 2013 and the clear induction program standards adopted by the Commission in February 2014. Also explains that all potential program sponsors must participate in Initial Program Review before offering preliminary and/or clear induction programs under the newly adopted program standards.

Appendix A:

New Appendix added to illustrate the relationship between each CAPE and the preliminary program standards.

Appendix B:

New Appendix added that details each CAPE as adopted by the Commission. Additional information related to the CAPEs is available at:

- Adoption of the CAPEs: <http://www.ctc.ca.gov/commission/agendas/2013-04/2013-04-agenda.html> and the minutes verifying adoption of the CAPEs with a slight modification is available at <http://www.ctc.ca.gov/commission/agendas/2013-06/2013-06-2A.pdf>
- Additional minor amendments were adopted by the Commission at the December 2013 meeting (see <http://www.ctc.ca.gov/commission/agendas/2013-12/2013-12-2A.pdf> and the meeting minutes verifying adoption of the revised CAPEs: <http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-1A.pdf>)

Appendix C:

New Appendix added that details the updated CPSELs. Additional information related to the CPSEL revisions is available at:

- Update on the revision of the CPSELs presented to the Commission in December 2013: <http://www.ctc.ca.gov/commission/agendas/2013-12/2013-12-2C.pdf>
- Revised CPSELs adopted by the Commission at the February 2014 meeting: <http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6B.pdf>; the agenda insert: <http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6B-insert.pdf>; and the meeting minutes verifying adoption of the updated CPSELs with minor amendments suggested by the Commission: <http://www.ctc.ca.gov/commission/agendas/2014-04/2014-04-2A.pdf>

Part 5, Option B:

This entire section has been deleted, as there are no longer “Guidelines-based” clear administrative services programs. Under the new clear program standards adopted by the Commission in April 2014, all holders of Preliminary Administrative Services Credentials will be required to complete an induction program to qualify for the clear credential. The only exception to the induction program is the “Demonstration of Mastery of Fieldwork Performance Standards” or passage of a national administrator performance assessment adopted by the Commission as provided in EC section 44270.5(b). The Demonstration of Mastery option is implemented by Commission-approved administrative services induction programs. The Commission has not yet adopted a national administrator performance assessment.

Documents Incorporated by Reference:

Administrative Services Credential Program Standards (rev. 6/2014):

<http://www.ctc.ca.gov/educator-prep/standards/SVC-Admin-Handbook-2014.pdf>

The Commission on Teacher Credentialing awards credentials and certificates on the basis of completion of programs that meet Standards for Educator Preparation and Educator Competence. For each type of professional credential in education, the Commission has developed and adopted standards which are based upon recent research and the expert advice of many professional educators. Each standard specifies a level of quality and effectiveness that the Commission requires from programs offering academic and professional preparation in education.

Program standards address aspects of program quality and effectiveness that apply to each type of educator preparation program offered by a program sponsor. Program standards contain statements describing the nature and purpose of each standard and language that details the requirements that all approved programs must meet. Program sponsors must meet all applicable program standards before the program application may be approved by the Commission.

Documents Relied Upon in Preparing Regulations:

January-February 2013 Commission agenda item 4D – Draft *California Administrator Performance Expectations* (CAPEs), Draft California Administrator Content Expectations, and Options for the Development of the Administrator Performance Assessment:

<http://www.ctc.ca.gov/commission/agendas/2013-01/2013-01-4D.pdf>

April 2013 Commission agenda item 3A – Proposed Adoption and Implementation of the *California Administrator Performance Expectations* (CAPEs) and the California Administrator Content Expectations: <http://www.ctc.ca.gov/commission/agendas/2013-04/2013-04-3A.pdf>

April 2013 Commission agenda item 3B – Draft Standards for Administrative Services Credential Preparation Programs: <http://www.ctc.ca.gov/commission/agendas/2013-04/2013-04-3B.pdf>

April 2013 Commission meeting minutes:

<http://www.ctc.ca.gov/commission/agendas/2013-06/2013-06-2A.pdf>

August 2013 Commission agenda item 3C – Proposed Adoption of Standards and Preconditions for Preliminary Administrative Services Credential Preparation Programs:

<http://www.ctc.ca.gov/commission/agendas/2013-08/2013-08-3C.pdf>

August 2013 Commission agenda item 3C insert:

<http://www.ctc.ca.gov/commission/agendas/2013-08/2013-08-3C-insert.pdf>

September 2013 Commission agenda item 4F – Proposed Adoption of Standards and Preconditions for Preliminary Administrative Services Credential Preparation Programs:

<http://www.ctc.ca.gov/commission/agendas/2013-09/2013-09-4F.pdf>

December 2013 Commission agenda item 2A – Potential Adoption of Preconditions, Program Standards, Content Expectations, and Performance Expectations for Preliminary Administrative Services Credential Preparation Programs:

<http://www.ctc.ca.gov/commission/agendas/2013-12/2013-12-2A.pdf>

December 2013 Commission agenda item 2C – Update on the Development of the Administrative Services Credential (ASC) Clear Induction Program Standards and Revision of the California Professional Standards for Educational Leaders (CPSEL):

<http://www.ctc.ca.gov/commission/agendas/2013-12/2013-12-2C.pdf>

December 2013 Commission meeting minutes:

<http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-1A.pdf>

February 2014 Commission agenda item 6B – Proposed Adoption of the Updated California Professional Standards for Educational Leaders (CPSEL):

<http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6B.pdf>

February 2014 Commission agenda item 6B insert:

<http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6B-insert.pdf>

February 2014 Commission agenda item 6C – Proposed Adoption of Program Standards for Administrative Services Credential (ASC) Clear Induction Programs:

<http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6C.pdf>

February 2014 Commission agenda item 6C insert:

<http://www.ctc.ca.gov/commission/agendas/2014-02/2014-02-6C-insert.pdf>

February 2013 Commission meeting minutes:

<http://www.ctc.ca.gov/commission/agendas/2014-04/2014-04-2A.pdf>

Economic Impact Assessment/Analysis

The proposed amendments implement, interpret, and make specific Education Code sections 44270, 44270.1, 44270.3, 44270.4, 44270.5 pertaining to Administrative Services Credentials.

The purpose of the proposed addition and amendments are to clarify and make specific the following as related to Administrative Services Credentials:

- allow California prepared administrators to use teaching and/or services experience earned outside California toward qualifying for the preliminary credential;
- clarify the application procedures for individuals who pass a Commission-approved examination in lieu of a preliminary program;
- update the program standards incorporated by reference and clarify the application, application fee, and formal recommendation requirements for California prepared; and
- add Title 5 section 80054.1 to clarify and interpret the requirements for out-of-state prepared administrators.

In accordance with Government Code section 11346.3(b), the Commission has made the following assessments regarding the proposed regulation amendments:

Creation or Elimination of Jobs Within the State of California

The proposed amendments pertain to the requirements for and authorizations of Administrative Services Credentials for California and out-of-state prepared individuals. Clarifying the requirements for and authorizations of Administrative Services Credentials will not create or eliminate jobs in California.

Creation of New or Elimination of Existing Businesses Within the State of California

The proposed amendments pertain to the requirements for and authorizations of Designated Subjects Special Subjects Teaching Credentials. Clarifying the requirements for and authorizations of Designated Subjects Teaching Credentials, including the addition of a Special Teaching Authorization in Physical Education, will not create or eliminate existing businesses in California.

Expansion of Businesses or Elimination of Existing Businesses Within the State of California

The proposed amendments pertain to the requirements for and authorizations of Administrative Services Credentials for California and out-of-state prepared individuals. Clarifying the requirements for and authorizations of Administrative Services Credentials will not cause the expansion or elimination of existing businesses in California.

Benefits of the Regulations

The Commission anticipates that the proposed addition and amendments will promote fairness and prevent discrimination by ensuring uniformity in certification requirements for California and out-of-state prepared individuals seeking Administrative Services Credentials. The Commission does not anticipate that the proposed regulations will result in an increase in openness and transparency in government, the protection of public health and safety, worker safety, or the environment, the prevention of social inequity, or an increase in openness and transparency in business.

Consideration of Alternatives

In accordance with Government Code section 11346.5, subdivision (a)(13), the Commission must determine that no reasonable alternative considered by the agency or that has otherwise been identified and brought to the attention of the agency would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposed action, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

These proposed regulations will not impose a mandate on local agencies or school districts that must be reimbursed in accordance with Part 7 (commencing with §17500) of the Government Code.

Evidence Relied Upon to Support the Initial Determination That the Regulation Will Not Have a Significant Adverse Economic Impact on Business: The proposed regulations will not have a significant adverse economic impact upon business. The proposed regulations apply only to individuals seeking Administrative Services Credentials that authorize service in California's public schools.